

RESTRICTED
Security Information

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

NOTICE

15 January 1953

SUBJECT: List of Approved CIA Forms

1. Attached hereto is the revised list of forms
for use within the Agency.

2. This list supersedes list published with
CIA Notice [redacted] dated 1 July 1952.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[redacted]
WALTER REID WOLF
Deputy Director
(Administration)

25X1

DISTRIBUTION NO. 3

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Security Information

FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
<u>Accounting, Accounts and Audits (1)</u>		
33-9	Notification of Transfer of Funds or Accounts	SEPT 1946✓
33-16	Accounting by Individual for Advance	JUN 1949✓
33-18	Post Allowance Audit Card	FEB 1948✓
33-26	Capital Transfers Affecting Washington	MAR 1952✓
33-36	Recapitulation of Overseas Accounting <i>inserts</i>	OCT 1950✓
33-37	Adjustments to Monthly Report	OCT 1950✓
33-41	Advance Ledger	JUL 1951✓
X33-41A	Statement of Advance	JUL 1951✓
33-43	No Title - Agents Cashier Request for Advance of Funds	JUN 1952✓
33-45	Statement of Account	DEC 1952✓
X34-13	Postage Stamp Daily Summary Sheet	APR 1952✓
34-38	Bill and Collection Register	JUN 1950✓
34-102	No Title - Request to Carrier for Rebilling of Transportation	APR 1952✓
34-103	No Title - Request for Clarification to Permit Prompt Settlement of Billing (Manifold)	SEPT 1950✓
34-104	Request for Information Relative to Disposition of Certified Voucher Covering Account	OCT 1948✓
36-111	Transfer of Property Accountability	APR 1950✓
36-126	Claim and Receipt Form for Reimbursement for Transportation Expense	JUL 1951✓
X59-19	Obligation Register	MAR 1952✓
59-25	Project Financial Data	JUN 1952✓
<u>Action (2)</u>		
33-39	Project T/O Control	MAY 1951✓
36-206	Contract Approval Action Record	NOV 1951✓
56-81	Notification of Personnel Action	JAN 1952✓
X60-113	Document Action Form	JUN 1952✓
<u>Allotments and Allocations (3)</u>		
32-5	Advice of Allotment Authorization	JUL 1952✓
32-7	Request for Change in Allotment	NOV 1947✓
32-21	Budget Analysis and Allotment Request	JUL 1952✓
32-26	Allotment Ledger	DEC 1952✓
33-20	Report on Expenditures and Budget Allocations	APR 1950✓
34-39	Analysis of Allotment Transactions - Unruled	DEC 1950✓
34-39A	Analysis of Allotment Transactions - Ruled	DEC 1950✓
X37-113	Field Referral Record	JUL 1951✓
X51-91	Project Sub-allotment	FEB 1952✓
51-122	Project Record Card	FEB 1952✓
56-77	Analysis of Budget Allocations	OCT 1950✓
59-5	OPC Administrative Allotment Advice (Manifold)	NOV 1949✓
59-26	Project Vehicle Allocation	AUG 1952✓

Applicants, Applications, Appointments, Personnel and Personal Data (4)

23-1	Applicant Record Card	SEPT 1950✓
30-25	T/O Change Authorization	SEPT 1952✓
33-2	Foreign Duty Data Sheet	MAR 1949✓
33-40	Contract Control	DEC 1952✓
x37-6	Personnel Information Card - IBM	JAN 1952✓
37-50	Personnel Data Form	JUL 1948✓
37-73	Daily Log of Personnel Actions	MAR 1952✓
37-79	Residence and Dependency Report	MAY 1950✓
37-82	Military Status Questionnaire	AUG 1950✓
37-87	Morning Report Data - Army	SEPT 1951✓
37-87A	Morning Report Data - Air Force	SEPT 1951✓
37-88	Request for Indices Check	SEPT 1951✓
37-89	Field Recruitment Summary Test Report	OCT 1951X
x37-90	Statement of Federal Civilian and Military Service	JAN 1952 <i>was frozen</i>
37-112	Letter of Availability	JUN 1952✓
37-114	Entrance on Duty Notice	NOV 1952✓
37-115	No Title - Request for Physical Examination	MAY 1950✓
37-117	Report of Interview	OCT 1952✓
37-118	Lead or Source Report	SEPT 1952✓
37-119	Field Recruitment Cover Sheet	JAN 1950 1951✓
37-124	Status Card	MAR 1951✓
37-125	Placement Officer Activity Report	MAR 1951✓
37-126	New Hire Routing Sheet	APR 1951✓
(Test)		
x37-129	Cancellation of Applicant Processing	FEB 1952✓
x37-130	No Title - Letter Advising Applicant of <i>obavelt</i> Employment	JUN 1952✓
37-130A	No Title - Letter Advising Applicant of Employment	JUN 1952✓
37-130B	No Title - Letter Advising Applicant of Employment	JUN 1952✓
37-130C	No Title - Letter Advising Applicant of Em- ployment	JUN 1952✓
37-131	No Title - Request for Interview	APR 1951✓
37-132	Change in Status Routing Sheet	MAY 1951✓
37-135	Memorandum of Agreement	JUN 1951✓
37-148	Employee Summary Worksheet	MAR 1952✓
37-149	Recommended Prospect Referral	APR 1952 <i>gone</i> ✓
37-150	Employee Qualification Code Sheet	JUL 1952✓
37-150A	Applicant Qualification Code Sheet	JUL 1952✓
37-151	Personnel Evaluation Report	MAY 1952✓
37-152	Personnel Qualification Questionnaire	MAY 1952✓
37-153	Area Card - White	JUN 1952✓
37-153	Area Card - Blue	JUN 1952✓
37-153	Area Card - Green	JUN 1952✓
37-153	Area Card - Yellow	JUN 1952✓
37-153	Area Card - Pink	JUN 1952✓
37-154	Report of Separation	JUL 1952✓
37-155	Daily Summary of EOD's and Security Initiations	AUG 1952✓
37-157	Notice of Creditable Service	DEC 1952✓
37-158	Record of Employee Summary Work Sheets	DEC 1952✓
38-1	Personal History Statement	SEP 1950✓

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38-1A	Personal History Statement - Appendix I	NOV 1952	<i>Jan 1953</i>
38-69	Certificate - Understanding of Security Regulations	SEP 1950	
51-83	Assessment Request	NOV 1949	
51-95A	Personal Record Questionnaire - Part I	MAY 1950	
51-95B	Personal Record Questionnaire - Part II	MAY 1950	
51-105	No Title - Letter of Appointment (Unvouchered Employees)	JUN 1948	
56-74	Affidavit - Striking Against the Federal Government	MAY 1950	<i>Jan 1951</i>
56-79	Monthly Classified Personnel Report	OCT 1952	

Approvals (5)

10-1	Advice of Project Action	FEB 1950	<i>Jan 1951</i>
33-39	Project T/O Control	MAY 1951	
33-40	Contract Control	DEC 1952	
38-101	Security Approval	FEB 1952	<i>Mar 1951</i>
59-18	T/O Authorization	JAN 1952	

Attendance and Leave (6)

33-30	Duty Status Report	JUN 1949	
34-37	Chargeable Leave Memorandum	MAY 1950	<i>June</i>
34-42	Time and Attendance Report and Pay Roll Change Slip - IBM	JAN 1952	
35-22	Bi-Weekly Attendance Record	APR 1950	

Charge-Out and Filing Devices (7)

35-13	Document Charge-Out Slip	NOV 1946	
35-24	Serial Removal Form	APR 1947	
35-26	Abstract Charge-Out Slip	APR 1947	
35-28	File Charge-Out Slip	NOV 1949	<i>Jul 1949</i>
36-143	Records Center Charge-Out Card	MAY 1952	
51-132	Charge-Out Card	DEC 1952	

Check Sheets (8)

38-7	Security Check Sheet	JAN 1950	
38-8	Staff Duty Officer's Check List	JUN 1948	
59-35	Check List for Preparation of Cover Memorandum	DEC 1952	
70-22	Final Checking Record	FEB 1948	

Clearances (9)

20-2	Record Card	JUN 1948	
34-30	Final Payment Clearance Sheet	DEC 1950	
37-104	Request for Security Clearance	OCT 1950	<i>June 51</i>
38-106	Advice of Provisional Clearance on Temporary Appointment	FEB 1952	<i>Sub 21</i>

59-16	Request for Security Investigation (Current)	AUG 1951	
80-86	No Title - Deadline! Must Clear Division By:	OCT 1950	

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Coding (10) Approved For Release 2006/04/13 : CIA-RDP70-00211R000900140004-2

36-147	Master Coding and Adjustment Form	SEP	1952 ✓
37-117	Report of Interview	JAN	1951 ✓
7-152	Personnel Qualification Questionnaire	MAY	1952 ✓
56-80	Broadcasting Stations of the World	DEC	1951 X
(Test)			
59-23	Coding Slip	OCT	1952 ✓
60-23	Master Card Data	MAY	1949 ✓
60-47	Graphics Register Analysis Sheet - Spot Photography	FEB	1950 ✓
+60-55	Graphic Materials Analysis Sheet - Film	FEB	1952 ✓
60-59	Biographical Code Sheet	MAY	1950 ✓
60-66	Employee Status Change Card	NOV	1949 ✓
60-100	Case Number Change Sheet	OCT	1951 ✓
+60-114	Special Reports Branch Data Sheet	JAN	1952 X
70-30	Map Catalog Card	MAY	1948 ✓
70-73	Suspect Trader Code Sheet	AUG	1952 ✓

Contact, Liaison and Interview (11)

37-13	Personnel Relations Interview Record	FEB	1947 ✓
37-88	Request for Indicos Check	SEP	1951 ✓
37-117	Report of Interview	OCT	1952 ✓
37-118	Lead or Source Report	SEP	1952 ✓
37-147	Field Reject Card	FEB	1952 ✓
38-32	Investigative Liaison Record	MAR	1949 ✓
57-24	Source Information - Individual (Basic.)	JAN	1950 ✓
57-25	Source Information - Organization (Basic.)	JAN	1950 ✓
60-63	Record of Liaison Contact	APR	1949 ✓
60-81	Contact Coordination Information	JUL	1950 ✓
60-128	Clearance Record	NOV	1952 ✓
70-46	Data on Exchange	OCT	1949 ✓

Contracts and Agreements (12)

33-44	Declaration of Trust	OCT	1952 ✓
33-44A	Declaration of Trust	OCT	1952 ✓
36-208	Memo Requesting Survey of Contractor's Accounting System and Policies, etc.	APR	1951 X
+36-209	Memo Requesting Certification of Contract Performance	SEP	1952 X
37-39	Release	OCT	1949 ✓
37-53	Personal Service Contract	APR	1949 ✓
37-135	Memorandum of Agreement	JUN	1951 ✓
38-33	Secrecy Agreement	OCT	1950 ✓
38-68	Pledge Regarding Contents of Security File No. _____	SEP	1950 ✓
51-104	No Title - Employment Agreement	JUN	1948 ✓
55-104	No Title - Employment Agreement	JUN	1948 X
56-78	Employment Agreement - FBIS	FEB	1951 ✓
56-78A	Employment Agreement - Amendment	JUN	1951 ✓
57-26	Analysis Sheet	FEB	1950 ✓
57-28	Conference of U. S. Government Official Returning from Abroad	MAY	1951 ✓

Control and Follow-Ups (13)

30-16	Form Code and List Control	JAN 1950✓
30-23X	Publications Control	AUG 1951X
30-26X	Project Progress Record	DEC 1952✓
30-26A	Project Progress Record	DEC 1952✓
X32-1	Form Control Card	APR 1950✓
32-8	Position Control Ledger	APR 1947✓
32-12	Position Cost Control - White	MAY 1951✓
33-21	SFD-SMU Posting Control	MAR 1951✓
34-35	Designation Authorization	APR 1950✓
X35-53	Project/Contract Control Card - Acme (Green)	SEP 1950X
X35-58	Important Notice!	JAN 1951✓
35-88	Parts Requirements and Where Used	MAY 1952✓
35-93	Publications Control Record	NOV 1952✓
36-14A	Stock Control Card	FEB 1948✓
X36-15	Requisition Register	JUL 1952✓
36-25A	Supply Record Card	AUG 1948✓
36-34	Contractor's File Card	JAN 1947X
36-46	Dispatch Record	MAY 1951✓
36-47	Chauffeur's Record	NOV 1947 June 1951✓
36-48	Identification Control Card	JUL 1947✓
36-55	Contract Record	SEP 1947✓
36-87	Replenishment of Stock Record	JUN 1949✓
36-90	Monthly Abstract of Issues of Gasoline, Oil and Operating Supplies	NOV 1949✓
36-99	Employee Property Issue Record	FEB 1950✓
36-127	Parking Control Record	SEP 1951✓
36-128	Notice to Contract Inspector	SEP 1951✓
36-133	Job Control Sheet	FEB 1952✓
36-205A	Procurement Control Card - Cargo	JUN 1951✓
36-210	Regrading Control Card	MAY 1951✓
36-212	Vital Materials Placed in Repository	JUL 1951X
36-213	Microfilm Control Log	JUL 1951✓
36-214	Vital Materials Log	JUL 1951✓
36-215	Vital Materials Transfer Slip	SEP 1951✓
36-217	Stock Locator Card	APR 1952✓
36-218	Change of Stock Location	APR 1952✓
37-63	Overseas Processing Control Card	APR 1951 Feb 1953✓
37-69	T/O Position Number Register	APR 1952✓
37-127	Processing Tickler Card	APR 1951✓
37-128	Status of Processing Card	APR 1951✓
38-72	Covert Name Check Control Card	DEC 1950✓
38-77	Case Control	APR 1951X
38-80A	Case Control - Ditto Master	OCT 1951✓
38-81	SSD Statistical Control	MAR 1952✓
51-56	Document Card	JAN 1948✓
51-74	Document Control Card	FEB 1949✓
51-79	Stock and Allocation Record	JUL 1949✓
51-124	Library Card	APR 1952✓
57-20	Document Control Slip	JUN 1950✓
57-30	Publication Control Record	OCT 1952✓
58-10	Project Record Card	OCT 1949✓
58-11	Periodical Record Card	SEP 1949✓

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58-13	Newspaper Accountability Record	FEB	1950 ✓
59-1	No Title - OPC Project Control	JUN	1950 X
59-9	Publication Receipt and Routing Record	JUN	1950 X
59-101	Case Control Index Card	SEP	1950 X
59-15	Project Status Report	NOV	1952 ✓
59-17	Top Secret Control Card	APR	1952 ✓
59-21	Real Property Record	JUN	1952 ✓
59-30	Project Status Record	OCT	1952 ✓
59-31	Stock Control Record	NOV	1952 ✓
59-32	Library Control Record	NOV	1952 ✓
60-39	Block Control	APR	1950 ✓
60-41	CIA Library Loan Service Request and Charge Sheet	OCT	1952 ✓
60-57	Batch Control Sheet	JUL	1949 ✓
60-62	Daily Batch Control Record	FEB	1950 ✓
60-65	Graphic Materials Record - Sulphite	JUL	1950 X
60-68	Publication Supply Record	DEC	1952 ✓
60-75	Top Secret Posting Record	JAN	1950 ✓
60-76	Records Center Control Card	JAN	1950 MAY-1952 ✓
60-87	Microfilm Carton Label	NOV	1950 ✓
60-96	Inter-Library Loan and Procurement Record	JUN	1951 ✓
60-96A	Inter-Library Loan and Procurement Record	JAN	1952 no folder
60-98	Motion Picture 1 Film Strip Control Card	OCT	1951 ✓
60-100	Case Number Change Sheet	OCT	1951 ✓
60-113	Document Action Form	JUN	1952 ✓
60-120	Periodical Order Record	APR	1952 ✓
60-121	Monthly and Quarterly Periodical Control	APR	1952 ✓
60-121A	Weekly Periodical Control	APR	1952 ✓
60-121B	Daily and Irregular Periodical Control	APR	1952 ✓
60-122	Top Secret Control Record	SEP	1952 ✓
60-126	Punch Room Control and Production Record	NOV	1952 ✓
70-17	Publication Progress Record	FEB	1951 ✓
70-24	Drafting Room Record	FEB	1948 ✓
70-33	Map Delivery Record	JAN	1950 ✓
70-41	Map Request Routing Sheet	NOV	1948 ✓
70-54	Map File Record	APR	1950 ✓
70-55	Project Control	FEB	1952 no folder
70-58	Photography Log	JUL	1951 X
70-59	Photo Record	JUN	1952 ✓
70-66	Follow Card B	JUN	1952 ✓
70-69	Follow Card A	JUN	1952 ✓
70-71	Estimates Control Record	JUL	1952 ✓
71-1	Shipping Control	SEP	1951 X

Damage, Destruction, Salvage and Loss (14)

35-18	No Title - Certification of Destruction of Document	NOV	1947 ✓
35-59	Destruction Report Card	AUG	1949 ✓
51-118	Report of Registered Cryptographic Material	JUL	1951 ✓

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Distribution, Delivery and Disposition (15)

35-21	Distribution Record File Card	AUG 1951✓
36-10	Combination Stock Record, Receiving and Property Issue Form	APR 1948✓
36-21	Authorization for Pickup and Delivery	FEB 1952✓
36-145	Notification of Disposal Action	JUN 1952✓
60-94	Standard Distribution Record	MAR 1951✓
70-28	Primary Distribution Record	OCT 1952✓
70-33	Map Delivery Record	MAY 1948 50✓

Examinations and Tests (17)

37-42A	Test Record Card	JAN 1950✓
37-42B	Test Record Card	JAN 1950✓
37-42C	Test Record Card	JAN 1950✓
37-42D	Test Record Card	JAN 1950✓
37-42E	Test Record Card	JAN 1950✓
37-42F	Test Record Card	FEB 1950✓
37-42G	Test Record Card	FEB 1950✓
37-46	Shorthand Test Sheet	NOV 1949✓
37-51	Checklist and Score Sheet for Road Test in Traffic	AUG 1948✓
37-70A	Report of Qualifications	JAN 1950✓
37-70B	Report of Qualifications	JAN 1950✓
37-70C	Report of Qualifications	JAN 1950✓
37-70D	Report of Qualifications	JAN 1950✓
37-70E	Report of Qualifications	JAN 1950✓
37-70F	Report of Qualifications	FEB 1950✓
37-70G	Report of Qualifications	FEB 1950✓
37-76	Testing Notice	FEB 1950✓
37-89	Field Recruitment Summary Test Report	OCT 1951✓

File Slips (18)

35-1	File and Routing Slip	FEB 1952✓
35-31	Abstract File Slip - White (Cut Sheet)	APR 1947✓
35-31	Abstract File Slip - Yellow (Cut Sheet)	APR 1947✓
35-31	Abstract File Slip - White and Blue	SEP 1950✓
35-31	Abstract File Slip - White, Blue and Green	APR 1947✓
35-31	Abstract File Slip - Yellow and Pink	SEP 1949✓
35-31	Abstract File Slip - 2 White, 1 Blue	NOV 1951✓
35-31	Abstract File Slip - 2 Yellow, 1 Pink	NOV 1951✓
35-31	Abstract File Slip - White, Blue and 4 Green	NOV 1952✓
38-62	Abstract File Slip - Reference Index - I&SS	DEC 1949✓
60-16	Cross Reference Slip	DEC 1947✓

Indebtedness (19)

34-21	Bill for Collection (Manifold)	OCT 1949✓
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Information Requests, Reports and Records (20)

53-42	Covert Project Record	MAR 1952✓
51-4A	Information Report	MAR 1952✓
51-4AA	Information Report	FEB 1952✓
51-4A-1	Information Report	NOV 1949X
51-4B	Information Report	DEC 1951✓
51-4C	Information Report	MAR 1952X
51-4D	Information Report	MAR 1951X
51-4E	Information Report	OCT 1951X
51-5	Information Report - External Survey Detachment	OCT 1949✓
51-14	Information Directive	JUN 1949✓
51-58	Field Information Report Sheet	FEB 1948✓
51-59	Operational and Source Data Sheet	FEB 1948✓
51-61	Information Report	MAY 1949✓
51-61A	Information Report	MAY 1949✓
51-76	CS/CIA Preliminary Response to OCD	DEC 1952✓
51-77	Information Report	JUN 1949✓
51-84	Evaluation Sheet	NOV 1949✓ <i>1950</i>
56-29	Routing and Control Record	DEC 1951 <i>no folder</i>
		APR 1950✓
		AUG 1950✓
58-6	Press Record	JUL 1950✓
58-7	Project Record	OCT 1950✓
58-8	Editorial Press Work Sheet	APR 1949✓
59-12	Request for Intelligence	APR 1951✓
		JUN 1952✓
60-1	Request for Intelligence Information	APR 1948✓
60-6	C. D. Kardox Record	MAY 1948✓
60-34	ICF Card - Duplimat	NOV 1951✓
60-34A	ICF Card - Continuation Sheet	MAY 1951✓
60-58	Biographical Information Sheet	NOV 1951✓
60-58A	Biographical Information Sheet - Continuation Form	JAN 1949✓
60-58B	Biographical Information Card - McBoo	MAY 1950✓
60-58C	Biographic Information Card	DEC 1952✓
60-64	Biographic Report	MAY 1949✓
60-64	Biographic Report - Tissue	MAY 1949✓
60-72	Request for Intelligence Information	FEB 1950✓
60-72A	Request for Biographic Information	JAN 1952✓
60-83	Record Sheet	SEP 1950✓
60-85	Collection Action Record Sheet	OCT 1950✓
60-88	No Title - Information Coordination	NOV 1950✓
60-101	No Title - CD Letter Pack	JAN 1949✓
60-112	Field Action Transmittal Notice	NOV 1951✓
60-115	Graphics Register Transmittal Sheet	JAN 1952✓
60-118	Industrial Installations	MAR 1952X
60-119	Index Search Data	MAR 1952 53✓
60-123	Personality Photographs	OCT 1952X
60-123A	Personality Photographs - 4 Part	OCT 1952X
60-124	Spot Photography	OCT 1952X
60-124A	Spot Photography - 4 Part	OCT 1952✓
60-127	Microfilm Transcript Sheet	NOV 1952✓
70-10	Evaluation Sheet	JUL 1950✓

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70-34	Personnel Reporting Form	MAY 1948✓
70-49	Intelligence Information Requirement	FEB 1951✓
70-50	Inquiries of Geographic Names	FEB 1950✓
70-58	Photography Log	JUL 1951✓
70-61	Crop Yield Summary	FEB 1952✓ <i>no file</i>
70-63	Job Record	MAR 1952✓
70-65	USSR Oblast Work Sheet	MAY 1952✓
70-70	Estimates File Record	JUN 1952✓
71-4	Organization Index Card - Buff	AUG 1952✓
71-4	Organization Index Card - Yellow	AUG 1952✓
71-4	Organization Index Card - Orange	AUG 1952✓

Instructions (21)

36-132	Job Instruction Card	FEB 1952✓
38-64	Instructions to Report for Intelligence	
	Indoctrination and Security Briefing	MAY 1952✓
60-90	Document Classification Regrading Notice	DEC 1950✓
60-125	Cataloging Instructions	OCT 1952✓
70-23	Revision and Rerun Record	FEB 1948✓
70-51	Reproduction Record	FEB 1950✓

Inventories (22)

36-16	Report of Inventory Adjustment	OCT 1946✓
36-19	Property Inventory Record	JUN 1949✓
51-118	Report of Registered Cryptographic Material	JUL 1951✓

Letterheads (23)

51-28	No Title - Official Dispatch (White)	MAR 1949✓
51-28A	No Title - Official Dispatch (Blue) Sulphite	MAR 1949✓
51-28B	No Title - Official Dispatch (Blue) Tissue	MAR 1949✓ <i>no file</i>
51-29	No Title - Official Dispatch (Yellow)	JUN 1949✓

Logs and Registers (24)

10-4	Director's Log	MAR 1952✓
35-34	Telocommunications Log	JUN 1950✓
35-42	Signal Center Number Log - Out	AUG 1947✓
35-43	Signal Center Number Log - In	NOV 1949✓
35-44	Teletype Wire Sheet	FEB 1950✓
35-51	Consolidated Teletype Wire Sheet	MAY 1948✓
35-79	Base Station Log	AUG 1951✓
36-123	Cargo Register	DEC 1950✓
37-64	Reference Log Sheet, Confidential Jacket,	
	Personnel Folder	Jun 1949✓
37-73	Daily Log of Personnel Actions	MAR 1952✓
38-11	Visitor's Register Log	JAN 1947✓
38-14	Log	JUN 1950✓
38-51	Special Security Control Register	OCT 1950✓ <i>no file</i>
51-52	Source Log	DEC 1949✓
51-131	Registration Card	DEC 1952✓
7-21	Field Office Log Sheet	MAY 1949✓

59-11 Case Register
 59-33 Pouch Manifest
 70-9 Cable Log
 70-27 Map Request Record
 70-58 Photography Log

SEP 1950 ✓
 DEC 1952 ✗
 JUN 1950 *no folder*
 FEB 1948 ✓
 JUL 1951 ✗

Mail, Courier and Messenger (25)

34-7 No Title - Check Mailing Slip
 34-13 Postage Stamp Daily Summary Sheet
 35-10 Envelope Receipt
 35-11 Postage Slip
 35-16 Courier's Classified Mail Receipt
 35-16A Courier's Classified Mail Receipt - Pink
 36-136 Courier Trip Schedule

SEP 1946 ✓
 APR 1952 ✓
 NOV 1949 ✓
 DEC 1948 ✓
 FEB 1950 ✗
 DEC 1950 ✗
 MAR 1952 ✗

Medical (26)

37-32 Report of Physical Qualifications
 37-48 Case Record
 37-56A Health Record - Continuation Form
 37-56B Health Record
 37-84 Medical Referral Slip
 37-85 Medical Summary - Blue
 37-86 Certificate for Waiver of Immunization
 37-115 No Title - Request for Physical Examination

NOV 1951 *no folder*
 JUL 1952 ✓
 NOV 1948 ✓
 DEC 1952 ✓
 SEP 1950 ✓
 OCT 1950 ✓
 JAN 1951 ✓
 MAY 1950 ✓

Obligations (27)

32-19 Memorandum Record of Obligations
 34-9 Miscellaneous Obligation Record
 34-12A Report of Obligations and Expenditures by
 Object Classes
 34-14 Report of Estimated Obligations
 34-15 Record of Obligations and/or Payments
 34-34 Record of Unliquidated Obligation
 34-40 Analysis of _____ by Object Class - Unruled
 34-40A Analysis of _____ by Object Class - Ruled
 34-41 Report of Estimated Obligations

JUL 1949 ✓
 JUN 1949 ✓
 DEC 1950 ✓
 JAN 1950 ✗
 JAN 1950 ✗
 MAR 1949 ✗
 JUL 1950 *no folder*
 JUL 1950 *Sept 51* ✓
 JUN 1951 ✓

Orders (28)

33-27 Travel Order
 36-1 Purchase Order
 36-1A Purchase Order
 36-36 Order Ticket
 36-58 Job Order
 36-65 Telephone Service Order
 36-135 Machine Records Project Work Order
 40-1 Work Order

OCT 1951 ✗
 DEC 1951 ✓
 DEC 1951 *Mar 1952*
 JAN 1947 ✓
 DEC 1947 ✗
 APR 1948 ✓
 MAR 1952 ✓
 SEP 1952 ✓

Passes, Pass and Admission Records (29)

38-4	Admission Card	JAN 1950✓
38-11 ✓	Visitor's Register Log	JAN 1947✓
38-19	Visitor Admittance Form	JAN 1950✓
38-20	Identification Badge Record - White	MAY 1950✓
38-20	Identification Badge Record - Pink	MAY 1950✓
38-26	Limited Pass Receipt	DEC 1947✓
38-41	Photograph Identification	JUL 1950✓
38-43	Admittance Sheet for Telephone Company Employees	SEP 1948✓
38-63	Visitor Exit Pass - Blue	AUG 1949✓
38-63	Visitor Exit Pass - Salmon	AUG 1949✓
38-63	Visitor Exit Pass - Pink	AUG 1949✓
38-76	Pass - VIP	MAR 1951✓
38-82	Special Purpose Badge Identification Card	SEP 1951 <i>no folder</i>

Pay Roll and Time Records (30)

X32-3	Request for Approval of Overtime	JAN 1952✓
X33-24	Employee's normal Pay Record	NOV 1950 <i>Mar 52 ✓</i>
33-29A	Pay Roll Change Notice - Standard Register	MAR 1951✓
33-38	Information and Pay Roll Deduction Card - White	DEC 1951✓
33-38	Information and Pay Roll Deduction Card - White <i>Pink</i>	OCT 1950✓
33-38	Information and Pay Roll Deduction Card - Yellow <i>Rec 51</i>	OCT 1950✓
33-103	Authority to Make Salary Deductions	OCT 1948✓
34-26	Earnings Record Card - Record of Native Pay	AUG 1947✓
34-30	Final Payment Clearance Sheet	DEC 1950✓
34-31	Pay Roll Index Card	DEC 1948✓
34-32	Application for Allowances	OCT 1951✓
34-33	Schedule of Allowances	DEC 1948✓
X34-42	Time and Attendance Report and Pay Roll	
	Change Slip - IBM	JAN 1952- <i>Mar 51 ✓</i>
34-44	Individual Pay Roll Data Card	DEC 1952✓
36-57	Driver's Daily Time Sheet	NOV 1949✓
36-130	Notice to Employee of Additional Compensation	FEB 1952✓
36-137	Courier Time Card	MAR 1952✓
X59-24	Agent Duty Status Report	JUN 1952 X

Production (31)

60-62	Daily Batch Control Record	FEB 1950✓
60-91	Camera Utilization	FEB 1951✓
60-93	Camera Operator's Report and Certificate	FEB 1951✓
70-21	Map Reproduction Time Record	FEB 1948✓
70-25	Drafting Assignment	FEB 1948✓

Purchase (32)

X36-1	Purchase Order	DEC 1951 <i>Mar 52 ✓</i>
36-1A	Purchase Order	DEC 1951 <i>Mar 52 ✓</i>
36-28	Tabulation of Bids	MAY 1948✓
36-36	Order Ticket	JAN 1947✓
36-101	Request for Quotation	OCT 1952✓

Receipts and Receiving (33)

35-14	Receipt	FEB 1947✓
35-3	Consolidated Receipt	MAR 1951 1952✓
35-10	Envelope Receipt	NOV 1949✓
35-16	Courier's Classified Mail Receipt	FEB 1950x
35-16A	Courier's Classified Mail Receipt - Pink	DEC 1950x
35-20	Consolidated Intelligence Receipt	JUL 1950✓
35-91	Registered Mail Receipt	OCT 1952✓
36-66	Memorandum Receipt	MAR 1949✓
36-67	Receiving Report	JUN 1952✓
36-93	Delivery Ticket and Receipt	NOV 1949✓
38-16	Document Receipt	APR 1948✓
38-16A	Document Receipt - Transmittal	DEC 1948✓
38-26	Limited Pass Receipt	DEC 1947✓
40-65	Graphic Materials Record - Sulphite	JUL 1950x
70-18	Library Record Slip	FEB 1948✓
70-29	Transmittal Record	JAN 1950x
70-56	Graphic Material Receipt	SEP 1951✓

Recruitment (34)

37-92	Personnel Requisition Inventory Card - Duplimat (Front & Back)	FEB 1952✓
37-119	Field Recruitment Cover Sheet	JAN 1950 1951✓
37-123	Suspension or Cancellation of Recruitment Request	MAR 1951✓
37-129	Cancellation of Applicant Processing	FEB 1952✓
37-146	Manpower Source Data Card	FEB 1952✓

Reference Index (35)

34-31	Pay Roll Index Card	DEC 1948✓
35-30A	Abstract Tabulation Card	Various ✓
Thru Z		
35-30A1	Abstract Tabulation Card	NOV 1950x
Thru Z1		
35-30A2	Abstract Tabulation Card	NOV 1950✓
Thru Z2		
35-30A3	Abstract Tabulation Card	OCT 1952✓
Thru Z3		
35-86	Parts List	MAR 1952✓
37-159	Subject - Project Index Card	DEC 1952✓
51-126	RI Cross Reference Form	JUN 1952✓
51-127	Document and Periodical Bibliography Card	AUG 1952✓
59-34	Cross Reference Form	DEC 1952x
60-69	Abbreviation Card	OCT 1949
60-95	Product Transcript	DEC 1952✓
60-129	Retake Certificate	DEC 1952✓
70-18	Library Record Slip	FEB 1948✓
70-52	Map Set Listing	FEB 1950✓
70-53	Map Evaluation Record	APR 1950✓
70-64	Bibliographic Index Card	APR 1952✓

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70-67	Index I	JUN	1952 ✓
70-68	Index T	JUN	1952 ✓
70-72 ✓	Suspect Trader Index Card	AUG	1952 ✗
71-4	Organization Index Card - Buff. Blue	AUG	1952 ✓
71-4	Organization Index Card - Yellow	AUG	1952 ✓
71-4	Organization Index Card - Orange	AUG	1952 ✓

Reports and Statements (36)

30-14	Organization and Methods Projects Progress Report	AUG	1952 <i>no file</i>
32-2	Monthly Forms Report	SEP	1946 ✓
34-3	Administrative Audit Difference Statement	MAR	1949 ✓
34-29	Reconciliation Statement	JAN	1948 <i>file 1,352</i>
35-90	Crypto System Report	SEP	1952 ✓
36-22	Consolidated Property Report	JUL	1950 ✓
36-40	Moving Information Report	APR	1950 ✓
36-115	Weekly Report of Delayed Motor Pool Service	AUG	1950 ✓
36-134	Machine Repair Report	FEB	1952 ✓
36-144	Real Property Report	JUN	1952 ✓
36-203	Monthly Motor Vehicle Operating Maintenance and Repair Record	MAY	1950 ✓
36-203A	Annual Motor Vehicle Operating, Maintenance and Repair Expense	MAY	1950 ✓
36-212	Vital Materials Placed in Repository	JUL	1951 ✓
37-67	Daily Security Report	JUL	1949 ✓
37-70A	Report of Qualifications	JAN	1950 ✓
37-70B	Report of Qualifications	JAN	1950 ✓
37-70C	Report of Qualifications	JAN	1950 ✓
37-70D	Report of Qualifications	JAN	1950 ✓
37-70E	Report of Qualifications	JAN	1950 ✓
37-70F	Report of Qualifications	FEB	1950 ✓
37-70G	Report of Qualifications	FEB	1950 ✓
38-22	Security Violations Report	AUG	1949 ✓
38-42	Daily Report	JUL	1949 ✓
59-15	Project Status Report	NOV	1952 ✓
✓ 60-91	Camera Utilization	FEB	1952 ✗
60-93	Camera Operator's Report and Certificate	FEB	1951 ✓
✓ 60-116	Industrial Register Monthly Services Report	FEB	1952 ✗

Requirements (37)

32-15	Summary of Budget Estimates Fiscal Year	JUN	1949 ✓
32-17	Non-Personnel Services Estimate	MAY	1952 ✓
32-23	Activity or Project Tabular Statement	MAY	1952 ✓
32-24	Summary by Object Class	MAY	1952 ✓
32-25	Estimated Personnel Requirements Fiscal Year 1954	MAY	1952 ✓
57-18	Request for Requirements	JAN	1949 ✓
59-27	Material Requirements	AUG	1952 ✓
59-28	Personnel Requirements	SEP	1952 ✓
59-29	Facilities Requirements	SEP	1952 ✓
70-49	Intelligence Information Requirements	Oct FEB	1951 ✓
✓ 71-3	Requirement Control Card	MAR	1952 ✗

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Requisitions and Requests (38)

80-11	Request for the Approval of Forms	OCT 1952 Jan - 1953 ✓
*33-15	Request for Advance	JUN 1949 ✓
33-20	Budget Report	FEB 1952 ✓
*33-20A	Budget Report Continuation Sheet	FEB 1952 ✓
33-35	Request for Payment - Confidential Funds	MAR 1951 ✓
34-105	No Title - Request for Savings Bond Issuance	OCT 1952 ✓
36-2	Reproduction Requisition	JUL 1950 X
*36-7	Request for Supplies, Equipment or Services	JUN 1952 X
*36-7A	Requisition for Supplies, Equipment or Service Continuation Sheet	MAR 1951 ✓
36-58	Job Order	DEC 1947 X
36-65	Telephone Service Order	APR 1948 ✓
*36-125	Requisition for Supplies, Equipment or Service Ditto Master	DEC 1951 Jun 1951 ✓
36-125A	Requisition for Supplies, Equipment or Service Ditto Master (Continuation Sheet)	JUN 1951 ✓
36-204	Building Supply Order	OCT 1951 ✓
*37-145	Request for Booking Arrangement	JAN 1952 ✓
38-2	Request for Credential	JUL 1949 ✓
58-9	Document Request Card	APR 1949 ✓
60-21	Request for Inter-Library Loan	NOV 1950 ✓
60-70A	Request for Library Loan Service	MAY 1952 ✓
*60-79	Request for Reproduction and Dissemination of Top Secret Material	MAY 1952 ✓
60-89	Document Classification Regrading Request	DEC 1950 ✓
60-99	Dossier Request Sheet	OCT 1951 ✓
60-130	Facsimile Requisition	DEC 1952 ✓
70-19	Drafting Specifications - Top Secret (Cover Sheet)	FEB 1948 ✓
70-19A	Drafting Specifications - Continuation Sheet	FEB 1948 ✓
70-20	Type Order	FEB 1948 ✓

Rosters and Strength Reports (39)

32-20	Supporting Schedule for S. F. 80 and S. F. 113	AUG 1949 ✓
37-156	Consolidated Monthly Report of Personnel	AUG 1952 ✓
37-156A	Monthly Report of Unvouchered Personnel	AUG 1952 ✓

Routing, Signature and Memo Sheets and Slips (40)

*10-3	Routing Slip	FEB 1952 ✓
30-4	Official Routing Slip	SEP 1947 ✓
*35-1	File and Routing Slip	FEB 1952 ✓
35-2	File Slip - Standard Register (Used for Routing)	AUG 1947 ✓
*35-40	RI Routing Slip	FEB 1952 ✓
35-55	Non-CIA Message Routing and Record Sheet - Loan Copy	MAY 1951 1952 ✓
35-56	Non-CIA Message Routing and Record Sheet - Retain Copy	JUN 1949 ✓
36-8	Transmittal Slip	SEP 1946 ✓
37-65	Personnel Action Routing Slip	DEC 1949 ✓
37-151A	Routing and Action Slip for Personnel Evaluation Report	SEP 1952 ✓

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*38-13	Signature Record and Cover Sheet	JAN	1952 <i>no further</i>
38-13A	Signature Record and Comment Sheet	JUN	1949 ✓
51-9	Routing and Record Sheet - Blue (Free, Restricted, and Confidential)	JAN	1950X
51-10	Routing and Record Sheet (Secret)	FEB	1950 ✓
51-17	Information - Cable Routing and Record Sheet	MAY	1950X
51-18	Confirmation - Cable Routing and Record Sheet	MAY	1950X
51-19	Action - Cable Routing and Record Sheet	JAN	1947X
51-23	Cable Routing and Record Sheet - Plain	JAN	1947 50X
51-85	Research Materials Routing Slip	DEC	1949 ✓
55-5	Internal Routing and Record Slip - 00	NOV	1952 ✓
*56-29	Routing and Control Record	DEC	1951 <i>no further</i>
60-83	Record Sheet	SEP	1950 ✓
75-3	Action Sheet	MAR	1951 ✓
*75-4	M/SI Routing Slip	FEB	1952 ✓

Schedules (41)

35-89	Work Schedule	SEP	1952 ✓
36-86	Weekly Working Schedule	FEB	1951 ✓
36-136	Courier Trip Schedule	MAR	1952X
37-28	Immunization Schedule	MAR	1952 ✓
38-74	Investigation Scheduling Record	MAR FEB	1951 <i>no further</i>
70-43	Cover Sheet - White	JUN	1949 ✓
70-43	Cover Sheet - Blue	JUN	1949 ✓

Status (42)

*37-35	Verification of Status	DEC	1949 ✓
37-124	Status Card	MAR	1951 ✓
37-132	Change in Status Routing Sheet	MAY	1951 ✓
59-30	Project Status Record	OCT	1952 ✓

Surveys, Studies, Investigations and Inspections (43)

32-14	Budget Analyst Record	JAN	1949 ✓
36-18	Survey Report	NOV	1949 ✓
*36-18	Survey Report - SO	JAN	1948 ✓
36-131	Job Analysis	FEB	1952 ✓
36-216	Survey of Equipment	SEP	1951 ✓
*37-57	Shop Inspection Report	DEC	1949 <i>no further</i>
38-48A	Biographical Data Form - Non-Priority	OCT	1950 ✓
38-48B	No Title - Name Check	SEP	1951 ✓
<div style="border: 1px solid black; height: 15px; width: 500px; margin: 5px 0;"></div>			
38-71	Case Processing Record	JUL	1950 ✓
38-73	IID Check	NOV	1950 ✓
*38-75	Investigative Transmittal Sheet	MAY	1951 ✓
38-77	Case Control	FEB	1952 <i>no further</i>
38-79	Notice of Exposed Classified Material	APR	1951X
38-80A	Case Control - Ditto Master	MAY	1951 ✓
38-102	Report of Night Investigation	OCT	1951 ✓
38-107	Inter-Office Memorandum	AUG	1949 ✓
38-109	Report of Investigation	SEP	1950 ✓
8-110	No Title - Certification of Security Status	MAR	1951 ✓
		APR	1951 ✓

*51-109 Language Survey
51-119 Request for RI Name Check
60-48 Machine Utilization
71-2 Monthly Shipping Report Work Sheet

DEC 1950 ✓
AUG 1952 ✓
AUG 1948 ✓
FEB 1952 ✓

Telecommunications (44)

35-18	No Title - Certificate of Destruction of Document	NOV 1952 ✓
35-60	Message Form - White	NOV 1949 ✓
35-60	Message Form - Yellow	NOV 1949 ✓
35-60	Message Form - Blue	NOV 1949 ✓
*35-61	Incoming Cable - Pink	NOV 1949 ✓
35-62	Incoming Cable - White	NOV 1949 ✓
35-63	Incoming Cable - Green	NOV 1949 ✓
35-64	Outgoing Message - Blue	NOV 1949 ✓
35-65	Incoming Message - White	NOV 1949 ✓
35-65	Incoming Message - Pink	NOV 1949 ✓
35-66	Outgoing Message - Yellow	NOV 1949 ✓
35-69	Archives Cable Service	JUL 1950 ✓
35-72	Incoming Message Form	APR 1951 ✓
35-73	Joint Message Form	APR 1951 ✓
35-74	Load Report	APR 1951 ✓
35-75	Summary of Operation	APR 1951 ✓
35-76	Radio Contact Job Ticket	APR 1951 ✓
35-77	Radio Circuit Log	APR 1951 ✓
35-78	Radio Circuit Status Report	APR 1951 ✓
35-79	Base Station Log	AUG 1951 ✓
35-80	Classified Message - Blue Original (Incoming)	NOV 1951 ✓
35-81	Classified Message - Green Original (Outgoing)	NOV 1951 ✓
35-82	Classified Message - Pink	NOV 1951 ✓
35-82A	Classified Message - Pink (Top Secret)	NOV 1951 ✓
35-82B	Classified Message - Pink (Top Secret - Signal Center Copy)	NOV 1951 ✓
35-82C	Classified Message - Pink (Signal Center Copy)	NOV 1951 ✓
35-83	Classified Message - Yellow	NOV 1951 ✓
35-83A	Classified Message - Yellow (Top Secret)	NOV 1951 ✓
35-83B	Classified Message - Yellow (Top Secret - Signal Center Copy)	NOV 1951 ✓
35-83C	Classified Message - Yellow (Signal Center Copy)	NOV 1951 ✓
35-84A	Classified Message - Green (Top Secret - Summary Copy)	NOV 1951 ✓
35-84B	Classified Message - Green (Summary Copy)	NOV 1951 ✓
35-85	Classified Message - White	NOV 1951 ✓
35-85A	Classified Message - White (Top Secret)	NOV 1951 ✓
35-86	Parts List	MAR 1952 ✓
35-87	Teleconference Item Form	MAY 1952 ✓
35-90	Crypto System Report	SEP 1952 ✓
35-92	Incoming Cable Brief	NOV 1952 ✓
35-92A	Outgoing Cable Brief	NOV 1952 ✓
36-65	Telephone Service Order	APR 1948 ✓
36-109	Request for Certification of Monthly Toll Service Statement	APR 1951 ✓
36-124	Telephone Toll Ticket	APR 1951 ✓

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51-68	Daily Record of Outgoing Messages	JUL 1948 ✓
51-69	Summary Sheet	AUG 1948 X
51-70	Traffic Summary	AUG 1948 Sept 52 ✓
56-26	Cruising Report - White	OCT 1949 ✓
56-26A	Cruising Report - Green	OCT 1949 ✓
56-26B	Cruising Report - Yellow	OCT 1949 ✓
56-26C	Cruising Report - Blue	OCT 1949 ✓
56-26D	Cruising Report - Salmon	OCT 1949 ✓
56-26E	Cruising Report - Buff	OCT 1949 ✓
56-49	Line Schedules - White	AUG 1947 ✓
56-49	Line Schedules - Salmon	AUG 1947 ✓
56-49	Line Schedules - Buff	AUG 1947 ✓
56-69	Maintenance Record	MAR 1952 ✓
56-70	Station Log	JUL 1949 X
56-71	Monitoring Report	JUN 1950 ✓
56-72	Engineer's Watch Report	JUL 1949 X
56-75	Operations Log - White	AUG 1950 ✓
56-75	Operations Log - Salmon	AUG 1950 ✓
56-75A	Experimental Log - Green	AUG 1950 ✓
56-76	Coverage Change Report	AUG 1950 ✓
56-80	(Test) Broadcasting Stations of the World	DEC 1951 X

Training (45)

35-70	No Title - Approval for Communications Training - Sulphite (White)	NOV 1951 Jan 1952 ✓
35-70	No Title - Approval for Communications Training - Manifold (Blue)	NOV 1951 " " ✓
35-71	No Title - Completion of Communications Training - Sulphite (White)	NOV 1951 JAN 53
35-71	No Title - Completion of Communications Training - Manifold (Blue)	NOV 1951 JAN 53
51-1	Training Request	MAR 1952 Feb 53 ✓
51-24	Biographic Questionnaire	NOV 1951 X
51-71	Trainee Battery Form	FEB 1952 ✓
51-75	Training Record	MAY 53 JAN 1952 ✓
51-89	Training Evaluation - Administration	OCT 1951 ✓
51-90	Request for Training Assistance	FEB 1950 ✓
51-93	Request for Covert Training	APR 1950 X
51-97	No Title - Observation Sheet	JUN 1950 ✓
51-97A	No Title - Observation Rating Sheet	JUL 1950 X
51-107	Assessment Report - Bond	JUN 1952 ✓
51-107	Assessment Report - Tissue	JUN 1952 ✓
51-111	Request for Cryptographic and Communications Security Training	JAN 1951 ✓
51-112	Request for Communications Training	JAN 1951 ✓
51-112A	Request for Communications Training	JAN 1951 ✓
51-113	Personnel and Locator Record	JAN 1951 ✓
51-114	Training Evaluation - Basic Orientation	SEP 1951 ✓
51-116	Psychometric Log	MAR 1951 X
51-121	Certificate of Attendance	DEC 1951 ✓
		MAR 1952 ✓

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*51-128	Centile Graph	DEC	1952 X
*51-128A	Centile Graph	DEC	1952 X
51-129	Individual's External Training	DEC	1952 ✓
51-130	Language Achievement Report	DEC	1952 ✓
(Test)			
59-8	Request for Covert Training	APR	1950 ✓
59-20	Training Record Card	APR	1952 ✓

Transfers (46)

X33-26	Capital Transfers Affecting Washington	MAR	1952 ✓
36-24	Property Turn-In and Transfer Slip	JAN	1950 ✓
36-111	Transfer of Property Accountability	APR	1950 X
36-215	Vital Materials Transfer Slip	SEP	1951 ✓
37-110	Personnel Transfer Letter	FEB	1950 ✓
38-65	Memorandum to File	MAR	1951 ✓
51-118	Report of Registered Cryptographic Material	JUL	1951 ✓
60-52	Records Retirement Request	JUN	1952 ✓

Transmittals (47)

X10-101	Memorandum For:	JAN	1952 X
33-104	No Title - Transmittal Memorandum Requesting Additional Information and/or Corrections in Connection with Travel Voucher	JUN	1952 ✓
34-101	No Title - Transmittal Memorandum Requesting Additional Information and/or Corrections in Connection with Travel Voucher	JUL	1952 ✓
38-108	No Title - Letter of Transmittal to FBI (Bond)	OCT	1951 ✓
X38-108	No Title - Letter of Transmittal to FBI (Tissue)	OCT	1951 ✓
57-27	Transmittal Form for Graphic Material	DEC	1952 Feb 1953 ✓
60-46	Transmittal Sheet	MAR	1952 ✓
60-82	On Loan - Transmittal Sheet	SEP	1950 ✓
70-29	Transmittal Record	JAN	1950 X
70-38	Transmittal List	MAR	1949 ✓

Travel, Transportation and Shipping (48)

33-27	Travel Order	OCT	1951 X
34-2	Travel Expense Record	AUG	1949 ✓
X34-8	Record of Transportation Requests - Acme Visible	SEP	1946 Feb 1953 ✓
34-16	No Title - CIA Memorandum Copy for Travel Request S. F. 1030	APR	1950 ✓
34-20	Transportation Request Receipt	MAR	1949 ✓
X36-4	Request for Shipment	FEB	1952 ✓
36-5	Request for Pick-Up and Delivery Preparatory for Overseas Shipment	SEP	1946 ✓
36-11	Final Instructions for Overseas Travel	OCT	1946 ✓
36-85	Shipping Document - Back	APR	1949 ✓
36-85A	Shipping Document - Continuation Form	SEP	1951 X
36-126	Claim and Receipt Form for Reimbursement for Transportation Expense	JUL	1951 ✓
X36-129	Shipment Status Sheet	FEB	1952 ✓
36-138	Partial Shipment Record	APR	1952 ✓

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36-139	No Title - Cargo Delivery Instructions	OCT	1952✓
36-140	No Title - Request for Forwarding Shipment	APR	1952✓
36-141	No Title - Notification of Stenciled Cargoes	APR	1952✓
36-142	Transmittal of Freight Bills	JUL	1952✓
37-91	Shipping Data	FEB	1952✓
51-78	Geographical Cargo Reference Card	JUN	1949✓
51-103	Request for Shipping Instructions	DEC	1947✓
71-1	Shipping Control	SEP	1951✓
75-5	Request for Travel	MAR	1952✓

Vouchers (49)

33-10	Confidential Funds Posting Voucher	OCT	1952✓
33-12	Travel Voucher	JUL '50 JUN	1949 July 50 ✓
33-17	Reimbursement Voucher for Purchase and Services Other Than Personal	JUL	1949✓
33-31	Transportation Voucher - Confidential Funds	NOV	1949✓
34-1	Record of Voucher (For Per Diem Accounts)	SEP	1946✓
34-43	Voucher Abstract	JUN	1952-7 Feb. 1953✓

Work Sheets, Charts and Graphs (50)

32-4	Chart (Fiscal Year 195)	APR	1952✓
32-13	Personnel Requirements Work Sheet	JUN	1949✓
32-22	Funds Control	OCT	1950✓
36-96	Physical Inventory Work Sheet	FEB	1950✓
36-146	Records Analysis Work Sheet	JUN	1952✓
36-211	Records Analysis Work Sheet	MAY	1951✓
37-148	Employee Summary Worksheet	MAR	1952✓
55-7	Mileage Work Sheet	JUL	1950✓
58-8	Editorial Press Work Sheet	APR	1949✓
59-36	201 Work Sheet	DEC	1952 ✓
60-53	Caption Report	SEP	1948✓
60-55	Graphic Materials Analysis Sheet - Film	FEB	1952 ✓
60-73	Graphics Register Analysis Sheet - Personalities	NOV	1949✓
60-117	I.T.R. Data Sheet	MAR	1952✓
70-62	Map Progress Chart	MAR	1951 1952 ✓
71-2	Monthly Shipping Report Work Sheet	FEB	1952 ✓
75-5	Request for Travel	MAR	1952✓

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STANDARD FORMS STOCKED IN CIA

<u>FORM NO.</u>	<u>TITLE</u>
SF2	Real Estate Lease
SF3A	Schedule of Obligations (Green)
SF7	Service Record Card
SF7D	Position Identification Strip
SF14	Telegram, Size 8 x 7
SF14	Telegram, Size 8 x 10 $\frac{1}{2}$
SF19	Bond of Indemnity - Advance
SF22	Instructions to Bidders
SF23	Construction Contract
SF24	Bid Bond
SF25	Performance Bond
SF25A	Payment Bond
SF26	Award (Supply Contract)
SF27	Performance Bond - Corporate Co-Surety
SF27A	Payment Bond - Corporate Co-Surety
SF27B	Corporate Co-Surety Continuation Sheet
SF28	Affidavit of Individual Surety
SF30	Invitation & Bid (Supply Contract)
SF31	Schedule (Supply Contract)
SF32	General Provisions
SF33	Invitation, Bid & Award
SF34	Annual Bid Bond
SF35	Annual Performance Bond
SF36	Supply Contract Continuation Sheet
SF39	Request for Certification
SF40	Contract for Telephone Service
SF44	U. S. Government Purchase Order, Invoice and Voucher
SF50	Notification of Personnel Action
SF52	Request for Personnel Action, Blue
SF57	Application for Federal Employment
SF58	Experience & Qualification Sheet
SF61	Appointments Affidavits
SF63	Memorandum of Call
SF64	Office Memorandum (White)
SF64	Office Memorandum (Blue)
SF66	Inquiry Regarding Status, Veteran Preference &/or Service
SF71	Application for Leave
SF75	Position Description
SF75A	Guide for Writing Position Descriptions
SF78	Certificate of Medical Examination
SF88	Report of Medical Examination
SF89	Report of Medical History
SF91	Operators Report of Motor Vehicle Accident
SF93	Report of Investigating Officer
SF103	Application for Service Credit
SF105	Certificate of Membership in the U. S. Civil Service Retirement System
SF113	Monthly Report of Federal Civilian Employment
SF113A	Quarterly Report of Federal Civilian Employment

- A -

FORM NO.

TITLE

SF119	Contractor's Statement of Contingent or other Fees for Soliciting or Securing Contract
SF126A	Bond Issuance Schedule - Continuation Sheet
SF144	Statement of Previous Federal & Military Service
SF150	Standardized Government Travel Regulations
SF514A	Urinalysis, 2 Part, Yellow
SF514B	Hematology, 2 Part, Cherry
SF514C	Serology, 2 Part, Printed Brown Ink on Pink Bond
SF514C	Serology, 2 Part, Carbon Interleaved
SF514D	Blood Chemistry, Cherry
SF519A	Radiographic Reports 2-Part
SF1012	Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel
SF1012A	Voucher for Per Diem, Memo
SF1012B	Voucher for Per Diem, Continuation Sheet
SF1012C	Voucher for Per Diem, Memo of Continuation Sheet
SF1012D	Receipt for Cash - Subvoucher
SF1014A	General Ledger
SF1015A	Allotment Ledger, White
SF1015B	Allotment Ledger, White
SF1016	Distribution Ledger
SF1017G	Journal Voucher
SF1034	Public Voucher for Purchase and Service
SF1034A	Public Voucher, Yellow
SF1035	Public Voucher, Continuation Sheet
SF1036	Statement and Certificate of Award
SF1038	Application & Account for Advance of Funds
SF1044	Schedule of Collections
SF1046	Schedule of Transfers - Special Deposits
SF1048	Vouchers for Refunds, Memo, Yellow
SF1049	Voucher for Refunds, White
SF1050	Voucher for Refunds Copy Memo
SF1055	Claim Against the U. S. for Amounts Due in the Case of a Decedent
SF1067	Public Voucher for Transportation of Passengers
SF1067A	Public Voucher, Yellow
SF1067B	Public Voucher
SF1067C	Public Voucher, Memo, Yellow
SF1069	Voucher for Allowances at Foreign Posts of Duty
SF1069A	Voucher for Allowances, Memo, Yellow
SF1070	Schedule of Retirement and Disability Fund Credits
SF1080	Voucher for Transfers
SF1080A	Voucher for Transfers Memo, Yellow
SF1080B	Voucher for Transfers, (Collection), Blue
SF1080C	Voucher for Transfers, (Collection), Green
SF1081	Schedule of Voucher of Withdrawals and Credits
SF1096	Schedule of Voucher Deductions
SF1097	Adjustment Voucher to Effect Correction of Errors
SF1097A	Adjustment Voucher, Memo, Yellow
SF1098	Schedule of Cancelled Checks
SF1103A	U. S. Government Bill of Lading, Yellow
SF1104	U. S. Government Bill of Lading, Shipping Order

FORM NO.

TITLE

SF1105	U. S. Government Way-Bill
SF1106	U. S. Government Way-Bill Carrier's Copy
SF1108	Certificate in Lieu of Lost U. S. Government Bill of Lading - Original
SF1108A	Certificate in Lieu of Lost U. S. Government Bill of Lading, Memo Yellow
SF1113	Public Voucher for Transportation Charges
SF1113A	Public Voucher for Transportation Charges, Memo, Yellow
SF1116	Statement of General Accounts Balance
SF1117	Schedule of Balances Showing Status of Appropriations
SF1125A	Pay Roll Certification Control
SF1126	Pay Roll Change Slip, Payroll Copy
SF1126	Pay Roll Change Slip - 5 Part
SF1126	Pay Roll Change Slip - 5 Part (CIA)
SF1128	Pay Roll for Personal Services
SF1128A	Pay Roll for Personal Services, Memo, Yellow
SF1129	Voucher for Petty Purchases
SF1129A	Voucher for Petty Purchases, Memo
SF1130	Time and Attendance Report
SF1136	Time and Attendance Report (Long Form)
SF1137	Leave Record
SF1150	Record of Leave Data Transferred
SF1152	Designation of Beneficiary
SF1153	Claim of Designated Beneficiary and/or Surviving Spouse - Unpaid Compensation of Deceased Civilian Employee
SF1154	Public Voucher - Unpaid Compensation Due a Deceased Civilian Employee
SF1154A	Public Voucher - Memo of the SF1154
SF1155	Claim for Unpaid Compensation of Deceased Civilian Employee - No Designated Beneficiary or Surviving Spouse
SF1164	Claim for Reimbursement for Taxicab Expenses
SF1165	Receipt for Cash Survoucher
SF1166	Voucher and Schedule of Payments - Original
SF1166A	Voucher & Schedule of Payment, Memo, Yellow
SF1167	Voucher & Schedule of Payments - Continuation Sheet, White
SF1167A	Voucher & Schedule of Payment - Continuation Sheet, Yellow
SF2802	Application for Refund of Retirement Deductions
SF2805	Request for Recovery of Debt Due the United States - Civil Service Retirement System
SF2806	Individual Retirement Record
SF2807	Register of Separations and Transfers
SF2807-2	Annual Summary of Retirement Fund Transactions
SF2808	Designation of Beneficiary, Change, Revocation of Beneficiary

- C -

RESTRICTED

CIVIL SERVICE FORMS STOCKED IN CIA

CS12	Proof of Residence
CS2390	Fingerprint Card
CS2806-3	Notice of Correction of Individual Retirement Record
CS2807-1	Register of Adjustments

MISCELLANEOUS FORMS STOCKED IN CIA

Treasury Department Forms

W-2	Withholding Statement
W-4	Employee's Withholding Exemption Certificate
TD-1737	Bond Issuance Schedule - United States Savings Bonds - Series E
TD-2254	Individual Authorization Card and Record of Pay Roll Allotments
TD-6569	Power of Attorney by Individual for the Collection of Checks Drawn on the Treasurer of the United States

General Services Administration Forms

OF-4E	Employee Record Card
OF-7	Property Pass - General Services Administration - Pad

Government Printing Office Forms

R2390	Order for Standard Forms or Supplies
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- D -

RESTRICTED

RESTRICTED

Bureau of Employees' Compensation Forms

CA-1 Employees' Notice of Injury or Occupational Disease
CA-16 Request for Treatment of Injury under the U. S.
 Employee's Compensation Act when Cause of Injury
 is in Doubt
CA-17 Request for Treatment of Injury under the U. S.
 Employee's Compensation Act when Cause of Injury
 is in Doubt

Public Health Service Forms

PHS-731 International Certificate of Inoculation and
 Vaccination

- E -

RESTRICTED

PROGRAM FOR THE FORMS MANAGEMENT BRANCH

	Estimated Date
Start	Completed

1. Revise the present forms numbering system.

- a. Study organizational and security requirements; coordinating special problem areas with Area Records Officers.
- b. Determine number and types of categories the system should be broken into, such as:
 - (1) Agency-wide forms
 - (2) Headquarters-wide forms
 - (3) Intra-office forms
- c. If feasible, discontinue present obsolete and confusing system and number all forms under one or more of above categories in a simple straight numerical sequence.
- d. Provide for the systematic integration of old forms into the new numbering system and correction of references in regulatory and administrative issuances.

2. Develop a savings cost system.

- a. Study cost factors involved in the creation, production and utilization of forms and develop, with technical assistance of the Technical Accounting Staff, Comptroller's Office, DD/A, a standardized method for computing savings resulting from application of program methods and techniques.
- b. Reproduce sufficient copies for review and coordination by Area Records Officers.
- c. Resolve any recommended changes in conjunction with TAS and submit final version to Chief, GSO, for approval.
- d. When approved, prescribe for Agency-wide use where applicable. (Primary application outside of Forms Management Branch, GSO, will be where program application has been completely decentralized, such as to domestic field activities and stations outside the Continental U. S.)

3. Develop a Forms Management Handbook.

- a. Develop for review and coordination at GSO Division level, an initial draft of a handbook establishing a world-wide forms management program and setting forth policies and procedures governing creation, production and utilization of all Agency forms. Handbook to specifically include:

- (1) Statement of purpose, scope and policy.

Estimated Date

StartCompleted

- (2) Basis for Forms Management.
 - (3) Define a form and explain categories used by Agency.
 - (4) State program objectives and advantages.
 - (5) Outline responsibilities of Forms Management Branch, GSO, and those of all other organizational components.
 - (6) Set forth detailed plan for establishing program Agency-wide.
 - (7) Outline initial operating procedures providing specifically for:
 - (a) An inventory of all forms and collection of sample copies.
 - (b) Submission of periodic progress reports.
 - (c) Establishment of basic files.
 - (d) Continuing survey and study of Agency forms.
 - (e) Procedures for requesting approval of forms (includes development of new request form).
 - (8) A chapter on Functional Forms Analysis (Present system of functional coding to be studied and possibly modified).
 - (9) Establishment of standards of forms design and explanation of techniques.
 - (10) Chapters on typography, construction, production and composition methods and specialty-type forms.
- b. Incorporate any acceptable recommended changes and submit to Chief, GSO, for approval.
- c. When approved by the Chief, GSO, reproduce sufficient copies for review and coordination by the DD/A, DD/I and DD/P complexes as well as the several components of the Director's Office (Training, Communications, etc.). Coordination to be accomplished under monitorship of the Area Records Officers where designated and by the GSO Forms Management Branch in other areas.

Estimated Date	
<u>Start</u>	<u>Completed</u>

- d. Incorporate acceptable recommended changes, if any, and submit to DD/A for approval.
- e. When approved by the DD/A, forward to the DDGI for a final top-level approval and endorsement. (This would be useful for subsequent publicity and might be of aid in forestalling any possible difficulties which might arise at a later date in the DD/I and DD/P areas).
- f. Revise draft to incorporate any final changes, develop a table of contents and an index, prepare text, exhibits and cover for submission for publication.

4. Training Program.

- a. Assess, in conjunction with the Area Records Officers, and based on periodic progress reports, inspections, etc., Agency requirements for training in forms management methods, techniques and procedures.
- b. Develop exhibits, practical exercises, Vue-graph and 35 mm slides and other visual aids.
- c. Develop, in collaboration with the Director of Training, an extension course and/or sound film strips for use in training inaccessible program participants in overseas stations, proprietary projects and subsidiary interests.
- d. Coordinate all training materials, course requirements, etc. with the Director of Training and obtain approval of the Chief, GSO.
- e. Schedule and/or conduct, separately or under training auspices, sessions of instruction for individuals or groups as appropriate.

5. Forms Index or Catalog.

- a. In consultation with Area Records Officers and other operating personnel, determine actual needs of the Agency for a publication of this sort. Decide between:

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- (1) An index (numerical, alphabetical and/or functional, showing information such as form number, edition date, title, unit of issue, place of stockage and prescribing regulatory or administrative issuance reference number).
- (2) A catalog (actually depict a physical reproduction of the form in addition to furnishing other information).
- (3) Type of mechanization of index:
 - (a) IBM
 - (b) Post-index or similar system.
 - (c) Submit recommendation as to publication and method of mechanization to Chief, GSO, for approval.
 - (d) Based on frequency of changes in forms and addition of new items, determine frequency for issuing changes to the index or catalog and publish same as required on a continuing basis.

6. Continuing Program Operation.

- a. Maintain continuing liaison with Area Records Officers, both individually and through periodic group discussions. Assist in all problem areas.
- b. On a day-to-day basis, determine essentiality and finally approve or disapprove requests for new or revised forms, eliminating, consolidating, standardizing and simplifying where feasible. Review and coordinate on regulatory and administrative issuances prescribing or referencing forms, effecting complete correlation between forms procedures and issuances. Assign numbers, prepare preliminary and final-type copy, develop production specifications and requirements for initial distribution, stockage and resupply.

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Estimated Date	
Start	Completed
c. Determine applicability of forms of other Government agencies to the Agency and approve or disapprove request requests.	
d. Inspect decentralized program operations and advise and consult with field and headquarters officials on planning, operational and technical phases of the program.	
e. Study functional groups of forms to eliminate, consolidate, standardize, simplify, and improve existing forms and procedures.	
f. Conduct special studies and research projects on forms systems and procedural implementation to improve management and use; provide information for top Agency officials and meet other governmental and Congressional requirements.	
g. Maintain Agency liaison with Government and industry on all forms matters.	
h. Evaluate Area Records Officers Progress Reports. Determine where progress may be lagging; assist in scheduling inspections; point up possible areas where publicity might be advantageous.	
i. Install and administer a Forms Management Program in those organizational segments not serviced by an Area Records Officer.	
j. Develop statistics, progress reports, etc. as may be required by higher authority.	
7. Promotional Publicity.	
a. Separately and in conjunction with the Area Records Officers, develop on a continuing basis, appropriate publicity for intra-Agency consumption, utilizing such media as:	
(1) Progress Reports	
(2) Periodic publications such as the Records Management Bulletin.	
(3) Posters.	
(4) Conferences, seminars, meetings, round-table discussions, etc.	

Estimated Date	
<u>Start</u>	<u>Completed</u>

- b. Use as a means of selling program and obtaining Agency-wide acceptance, explaining aims, expressing top-level management endorsement, making the "rank and file" forms-conscious, reporting program progress, encouraging competition between organizational elements, recognizing outstanding achievements and contributions of Area Records Officers and other individuals to Forms Management.
- c. Develop lectures for inclusion in basic orientation talks given newly hired Agency personnel. Include in such courses as the SIC and Adm. Sup. Course. (While providing some training, primary value will be that of publicity, i. e. securing recognition, obtaining cooperation, etc.).

PROGRAM FOR THE
RECORDS DISPOSITION BRANCH

Estimated Date

Start

Completed

The establishment and maintenance of a records scheduling program that will provide for the systematic disposition of Agency records consistent with their use and value.

1. Program essentials.

- a. A records disposition handbook that will outline the essentials of records inventories, evaluation, retirement, disposal, preservation, legal requirements and procedures governing the development of these essentials.
- b. A records control schedule for each organizational segment of the Agency.
- c. Legal authorizations for the disposal of temporarily valuable records.
- d. An adequately trained group of staff and line personnel.
- e. Schedule application and review procedure.
- f. Program effectiveness measurement.

2. Mode of Operation.

- a. Disposition Handbook. Prepare and issue the handbook through the Regulations Control Staff for the use of all interested Agency personnel.
 - b. Records Control Schedules. Prepare or supervise the preparation of a schedule for each organizational segment of the Agency by:
 - (1) The taking of a complete records inventory.
 - (2) Evaluating each series of records in terms of their administrative, legal, fiscal, research or historical value.
 - (3) Developing standards and obtaining concurrence of operating personnel.
 - c. Legal authorizations. Obtain legal authorization to dispose of records in accordance with standards contained in the records control schedules.
- 611041 Prepare and submit to the National Archives and the Congress, requests for authority to dispose of records.

	Estimated Date	
	<u>Start</u>	<u>Completed</u>
d. <u>Training.</u> As the need arises, collectively or individually train area records officers, staff employees and other interested personnel in the techniques of records disposition.		
The basic training tool will be the records disposition handbook. It will be supplemented through group discussions, reference to and study of statutes and regulations applicable to the disposition of Federal Records, and reference to publications of other Federal agencies.		
e. <u>Schedule Application and Review Procedure.</u> Records Control Schedules will be reviewed approximately 1 year after original preparation and annually thereafter to:		
(1) Assure initial and continued application.		
(2) Revise them to include or delete items in connection with organizational or functional changes.		
f. <u>Program Effectiveness Measurements.</u> Measure the effectiveness of the scheduling program through:		
(1) Surveys and inspections.		
(2) Collection, compilation and submission of information on records disposition activities.		

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PROGRAM FOR THE REPORTS
AND CORRESPONDENCE MANAGEMENT
BRANCH

(Reports Management)

Estimated Date	
<u>Start</u>	<u>Completed</u>

1. Develop a handbook (The Reports Management Program Handbook) for the guidance of Area Records Officers implementing a Program within their areas. The Handbook will contain information on Program scope, objectives, definitions, promotion, installation, and operation.
 - a. Secure permission to install and operate a Reports Management Program in a representative Office.
 - b. Collaborate with the Office's officials and the Area Records Officer to determine the most realistic procedures and guides for administering the Program.
 - c. Develop an initial draft of the proposed handbook and clear through GSO and the Office in which the Program is to be operated.
 - d. Test the Program and the handbook through actual operations in one or more Offices.
 - e. Publicize content of the handbook and what is being accomplished in Offices administering the Program.
 - f. Based upon comments from other areas, and experience gained in actual Program operations, develop a draft containing guides appropriate to administering a Program in any component of the Agency.
 - g. Submit draft copies through Regulations Control Staff for working-level clearance.
 - h. Incorporate working-level recommendations into a final draft; clear through Chief, GSO, and Regulations Control Staff; and submit to Reproduction for printing.
2. Concurrently with accomplishing Objective 1 above, develop a progress reporting system in conjunction with progress reports on other phases of Records Management.

Estimated Date	
<u>Start</u>	<u>Completed</u>

- a. Determine the desirable reporting frequency and format with respect to:
 - (1) Higher echelon's requirements for progress information.
 - (2) The desirability of exchanging timely ideas among the Area Records Officers.
 - (3) The need for an indicator of problem areas.
 - b. Analyze the methods used by Area Records Officers to maintain records on Program Progress.
 - c. On the basis of findings from a. and b. above, develop a reporting procedure which will best serve the needs of the Program yet place the least burden on Area Records Officers.
3. Promote the establishment and operation of Programs in each major organizational component to ensure that Reports Management principles are applied throughout the Agency.
- a. Publicize the accomplishments of established programs. Confer with officials of those elements which do not have a Program. Gain acceptance of the Program at the highest echelons. If possible promote the issuance of Program directives at the Deputy Director levels.
 - b. Upon acceptance of the Program by individual Offices, develop such guides as necessary for its installation and operation, and assist Area Records Officers with the initial Program phases.
4. Develop and implement a training program designed to supplement the Reports Management Program Handbook and other published guides, such a program to be of benefit to present or future Area Records Officers who may lack program administration and analytical experience.

Estimated Date

Start

Completed

- a. Develop exhibits, practical exercises, and other training material on the basis of available training literature and material obtained through the experiences of Area Records Officers.
- b. Schedule and conduct training sessions for individuals or groups, as appropriate.
5. Provide Area Records Officers with such assistance as is necessary and perform other duties incidental to the continued operation of the Program.
 - a. Maintain continuing liaison with Area Records Officers, either individually or through periodic group discussions.
 - b. Conduct analyses of reports and reporting systems of agency-wide scope, or coordinate such studies involving two or more Offices.
 - c. Evaluate Area Records Officers' progress reports to determine where Program progress is lagging, and in what organizational elements additional assistance or Program promotion may be necessary.
 - d. Install and administer a Reports Management Program in those organizational elements not serviced by Area Records Officers.
 - e. Develop such statistics and progress reports as may be required by higher echelon.
6. Develop Program publicity on the basis of accomplishments reported by Area Records Officers, and on the need for maintaining continuous interest in the Program.
 - a. Review progress reports and discuss accomplishments with Area Records Officers to obtain timely information of publicity value. Let's give credit where credit is due.
 - b. Develop original handbills, exhibits, sketches, cartoons, etc. for dissemination via the Records Management Bulletin.
 - c. Review all available publications for possible publicity material.

PROGRAM FOR THE RECORDS SYSTEMS BRANCH

<u>Estimated Date</u>	
<u>Start</u>	<u>Completed</u>

1. Provide and initiate the installation of a standard Agency filing system.
 - a. Develop preliminary draft of procedures, classification guide and classified index.
 - b. Obtain working level concurrence on draft manual.
 - c. Obtain official concurrence of draft manual through Regulations Control Staff.
 - d. Issue manual as an official Agency handbook.
 - e. Institute training in the system by the Office of Training.
 - f. Make installations office by office by working with the Area Records Officers or through surveys made by Records Systems Branch personnel.

1. DE/A
2. DE/I
3. DE/P
4. Office of Communications
5. Office of Training
6. Field Stations

2. Effect standardization of correspondence filing equipment and supplies.
 - a. Develop standards for correspondence filing equipment and supplies.
 - b. Obtain working level concurrences through discussions and demonstrations.
 - c. Obtain official concurrences and issue notice through the Regulations Control Staff.
 - d. Establish working agreement with the Logistics Office which will provide for clearance and approval by General Services Office of requisitions for non-standard items.

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- e. Supply Area Records Officers with guide material, illustrating the need for and advantage of using standard items.
3. Provide standards and guide procedures for the control of office mail and initiate the installation where needed.
- a. Develop manual material covering the control of office mail.
 - b. Install in offices where needed following surveys in which the system is recommended and approved. Surveys to be made by the Area Records Officers and/or Records Systems Branch personnel.
- 1. DD/A
 - 2. DD/I
 - 3. DD/P
 - 4. Office of Communications
 - 5. Office of Training
 - 6. Field Stations
4. Provide and apply guides for use in selecting office machines and equipment and in establishing utilization, replacement and disposal criteria.
- a. Develop standards and guides for selecting equipment.
 - b. Establish working agreement with the Logistics Office to provide for review and approval by the General Services Office of controlled equipment.
 - c. Establish liaison with General Services Administration and commercial services in connection with the selection, application and utilization of office equipment.
 - d. Establish agreements in the respective offices to provide for review of office machine and equipment requirements by Area Records Officers and they, in turn, to consult and get available information from the Records Systems Branch.

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	Estimated Date	
	<u>Start</u>	<u>Completed</u>
e. Develop standards for utilization, replacement and disposal of office machines and equipment.		
f. Have Area Records Officers establish an equipment inventory including pertinent information regarding complete identification, age, condition and utilization of each controlled type of office machine and equipment.		
g. Make periodic surveys to insure compliance with utilization, replacement and disposal standards.		
h. Extend program to all field stations through the distribution of a series of informational issuances and by survey teams.		
5. Effect proper Agency-wide utilization of microfilm.		
a. Develop and issue informational material giving standards for determining when microfilming is desirable.		
b. Develop handbook giving detailed instructions and standards covering when to microfilm and choice and use of appropriate equipment.		
c. Obtain official concurrence of handbook and issue through the Regulations Control Staff.		
d. Have Area Records Officers establish an equipment inventory including pertinent information regarding complete identification, age, condition and utilization of each camera and reader.		
e. Establish working agreements based on a regulation requirement, for the General Services Office to survey and approve all proposed microfilming projects.		
f. Establish working agreement with the Logistics Office to provide for General Services Office's review and approval of all requisitions for microfilming equipment.		

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- E. Through office by office surveys, make recommendations regarding the continuation or changes in existing microfilming projects.
 - 6. Coordinate an Agency-wide vital materials program and provide procedures and facilities for the transfer of such material to the Repository.
 - a. Develop a vital materials handbook.
 - b. Obtain working level concurrences of draft handbook.
 - c. Obtain official concurrence of handbook and issue through the Regulations Control Staff.
 - d. Working through the Area Records Officers and with the responsible officials -
 - 1. Establish an inventory of each records series of vital materials in every office.
 - 2. Determine the best method of reproduction for deposit.
 - 3. Establish a deposit schedule.
 - e. Maintain liaison with the Area Records Officers to assure adherence to the vital materials deposit requirements.
 - 7. Improve the Agency mail service.
 - a. Develop, coordinate and issue an Agency Mail Service Regulation.
 - b. Develop and issue a manual for the Mail Control Section providing standard operating procedures and guides.
 - c. Issue an Agency Mail Routing Directory.
 - d. Develop and install a revised courier receipt procedure.

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	Estimated Date	
	<u>Start</u>	<u>Completed</u>
e. Develop and install a procedure for the periodic analysis of courier receipts by means of tabulating equipment, in order to check and correct causes for excessive delays in deliveries.		
f. Develop a reporting system on assigned vehicles to assure proper utilization.		
g. Perform a continuing review of courier assignment to assure proper manpower usage and as a basis for adding or eliminating positions in accordance with current requirements.		

PROGRAM FOR THE REPORTS
AND CORRESPONDENCE MANAGEMENT
BRANCH

Estimated Date	
<u>Start</u>	<u>Completed</u>

(Correspondence)

1. Develop a handbook which will provide procedures and style standards for the preparation and handling of memoranda and letters. (The Central Intelligence Agency Correspondence Handbook)
 - a. Develop initial draft of Handbook for review and approval at General Services Office level.
 - b. Upon review and approval of draft by Chief, General Services Office, submit copy to reproduction for printing of sufficient copies for clearance through Regulations Control Staff.
 - c. If necessary, establish and chair an ad hoc editorial committee to review working-level recommendations on the Handbook. It is proposed that the committee be composed of representatives from the major Agency components which submit recommendations. Convene the committee in sufficient sessions to agree completely on the Handbook's content.
 - d. Revise the initial draft to incorporate findings of the editorial committee. Develop an index and prepare text, exhibits, and cover for submission to Reproduction.
2. Collaborate with the Training Office in publishing a guide for the assistance of stenographers and typists, such a guide to include information on typing techniques, capitalization, punctuation, and other typing aids. (The Stenographer's and Typist's Guide)
 - a. Discuss with Regulations Control Staff and the Director of Training our recommendation that the Guide be published in the 40-150 series as a handbook related to other issuances on Correspondence Management.
 - b. Assist Training Office personnel with the preparation of final copy for submission to Reproduction, to ensure that the Guide will conform in general appearance to the format of other handbooks on Correspondence Management being developed by the Branch.

	Estimated Date	
	Start	Completed
3. Develop a handbook for the assistance of writers, such a guide to contain information on writing techniques, the use of form memoranda and letters, pattern memoranda and letters, pattern paragraphs, and other writing aids. (<u>The Writer's Handbook</u>)		
a. Convene Area Records Officers and request from them an inventory of requirements for repetitive-type correspondence within their areas. In collaboration with Area Records Officers, analyze the types and volume of repetitive correspondence and develop form or pattern correspondence for use Agency-wide or by specific components, as appropriate.		
b. Develop an index (correspondex) of those form memoranda and letters, pattern correspondence, and pattern paragraphs for Agency-wide use, and assist Area Records Officers with the development of correspondexes appropriate to the needs of their areas.		
c. Procure copies of available pamphlet-type literature on the subject of writing techniques. If such material is not available, develop a section on this subject from text books and other publications.		
d. Assemble material developed (or procured) into a draft copy for review at General Services Office level.		
e. Submit draft copies to Regulations Control Staff for working-level clearance.		
f. Incorporate working-level recommendations into final draft; clear through Chief, GSO and Regulations Control Staff; and submit to Reproduction for printing.		
4. Develop a handbook for the guidance of Area Records Officers implementing a Correspondence Management Program within their areas. Such a guide to contain information on: conducting surveys; the development and use of form and pattern correspondence, correspondexes, and other labor saving methods; the		

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	<u>Estimated Date</u>	
	<u>Start</u>	<u>Completed</u>
establishment and maintenance of control measures for a continuing review of correspondence practices; the development and dissemination of Program publicity; the reporting of Program progress.		

- a. Secure permission to install and operate a Correspondence Management Program in a representative Office. (Either Logistics or Personnel is recommended.)
- b. Collaborate with the appropriate Area Records Officer in determining the most realistic procedures and guides for administering the Program.
- c. Develop an initial draft of the proposed handbook. Clear through GSO and the Office in which the Program is to be operated.
- d. Test the Program and the handbook through actual operations.
- e. Publicize content of the handbook and what is being accomplished in the pilot installation.
- f. Based upon comments from other areas and experience gained in operating the pilot installation, develop a draft containing guides appropriate to administering a Program in any Office or other component of the Agency.
- g. Submit draft copies through Regulations Control Staff for working-level clearance.
- h. Incorporate working-level recommendations into final draft; clear through Chief, GSO, and Regulations Control Staff; and submit to reproduction for printing.

5. Concurrently with accomplishing Objective 4 above, develop a progress reporting system in conjunction with requirements for progress reports on other phases of Records Management.

- a. Determine the desirable reporting frequency and format with respect to:

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	<u>Estimated Date</u>	
	<u>Start</u>	<u>Completed</u>

- (1) Higher echelon's requirements for progress information.
 - (2) The desirability of exchanging timely ideas among the Area Records Officers.
 - (3) The need for an indicator of problem areas.
- b. Analyze the methods used by Area Records Officers to maintain records on Program Progress.
- c. On the basis of findings from a. and b. above, develop a reporting procedure which will best serve the needs of the Program yet place the least burden on Area Records Officers.
6. Promote the establishment and operation of Programs in each major component to provide for Headquarters-wide application of Correspondence Management principles.
- a. Publicize the accomplishments of established programs. Confer with officials of those elements which do not have a Program. Gain acceptance of the Program at the highest echelons. If possible promote the issuance of Program directives at the Deputy Director levels.
 - b. Upon acceptance of the Program by individual Offices, develop such guides as necessary for its installation and operation, and assist Area Records Officers with the initial Program phases.
7. Develop and implement a training program designed to augment published guides, such a program to be of benefit to present or future Area Records Officers who may lack experience (particularly analytical) in the field of Correspondence Management.
- a. Develop exhibits and practical exercises from material obtained through the experiences of Area Records Officers, as reflected in their progress reports.

Estimated Date

Start

Completed

- b. Conduct training sessions for individuals or groups as appropriate.
8. Develop Program publicity on the basis of accomplishments reported by Area Records Officers, and the need for maintaining continuous interest in the Program.
- a. Review progress reports and discuss accomplishments with Area Records Officers to obtain timely information of publicity value. Let's not hide any light under a bushel!
 - b. Review all available publications for possible publicity material.
 - c. Develop original handbills, exhibits, sketches, cartoons, etc. for dissemination via the Records Management Bulletin.
9. Provide Area Records Officers with such assistance as is necessary, and perform other duties incidental to the continued operation of the Program.
- a. Maintain continuing liaison with Area Records Officers, either individually or through group discussions.
 - b. Conduct analyses of correspondence systems of Agency-wide scope, or coordinate studies involving two or more Offices.
 - c. Evaluate Area Records Officers' progress reports to determine where Program progress is lagging, and in what organizational elements additional assistance or Program promotion may be necessary.
 - d. Install and administer a Correspondence Management Program in those organizational elements not serviced by Area Records Officers.
 - e. Develop such statistics and progress reports as may be required by higher echelon.

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**PROGRAM FOR THE
RECORDS CENTER BRANCH**

Estimated Date	
Start	Completed

1. Store and protect noncurrent records and distribution materials of the Agency.
 - a. In collaboration with the Security Office and the SMP Division develop plans for the adequate physical security and protection from fire, climate, etc., of the records used and housed in the Center.
 - b. Develop and coordinate with the Space Maintenance and Facilities Division and Security Office layout plans for maximum space utilization within the Center that will comply with established standards and at the same time insure efficient operations.
 - c. Establish a space control system that will indicate at all times the amount of storage space available and its location.
2. Provide the necessary facilities for accessioning records approved for transfer to the Center.
 - a. Develop procedures to be used by Area Records Officers in preparing and routing records transfer request forms and in packing, labeling, and listing records to be retired. These procedures would be published as a bulletin or handbook.
 - b. Review and approve incoming transfer requests, and coordinate the accessioning transaction with the requesting office.
 - c. Maintain continuing liaison with the Space Maintenance and Facilities Division in order to provide the necessary labor and transportation for moving records into the Center.
 - d. Determine and procure necessary handling equipment to expedite the flow of incoming and outgoing records.
 - e. Provide for the control and assignment of storage space within the Center.

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Estimated Date	
<u>Start</u>	<u>Completed</u>

3. Provide reference service on records in custody and in the National Archives.
 - a. Prepare finding aids, when required, to bring the records in custody under intellectual control, and to provide maximum accessibility for reference purposes.
 - b. Develop procedures for the expeditious handling of all records requests, both written and verbal, and the operation of a document loan service.
 - c. Install and maintain adequate facilities for a reference search room in the Center that will include microfilm readers.
 - d. Establish and maintain microfilming and photo-reproducing services for those records in custody when such reproductions are not in conflict with Agency regulations, security, requirement, or statutory or legal restrictions.
 - e. Act as the official liaison with the National Archives concerning reference requirements for records in that Agency's custody.
4. Dispose of any records in custody that are authorized for destruction.
 - a. Establish and maintain disposal Ticker Files covering those records authorized for disposal; those disposable on a contingent basis and those which appear disposable but for which Agency approval has not been obtained.
 - b. Identify and determine those records in custody for which disposal standards have been authorized and approved through the issuance of Records Control Schedules and Lists.
 - c. Establish a procedure for obtaining the concurrence of operating offices in the destruction of any of their records that are authorized for disposal.

Estimated Date	
<u>Start</u>	<u>Completed</u>
d. Provide for a system of reporting the amount of records disposed of by the Center.	
5. Preserve records determined to have values worthy of permanent or longtime retention.	
a. Determine the requirements necessary to prevent damage to records in custody due to insects, rodents, dust, excessive heat, excessive dampness, and rough handling.	
b. Conduct analyses of the various ways and means to provide the maximum permanency to the records and initiate projects to preserve or prevent future deterioration of permanently valuable records.	
6. Store, reproduce and distribute supplemental copies of CIA produced intelligence information and reports and to make initial and supplemental distribution of Agency regulations and notices.	
a. Establish and maintain a continuing inventory for all incoming and outgoing material.	
b. Plan and prepare the various finding aids necessary to bring the distribution under control.	
c. Develop procedures for the prompt and expeditious servicing of all requests.	
d. Operate and maintain photo-reproduction facilities as may be necessary to service requests for copies of information reports.	

CLASSIFICATION:

DATE:

TO:

FROM:

SUMMARY:

Organization & Management
O & M 2-1 - 1955
Suggestions folders
for Back Branch

BROUGHT FORWARD TO

CLASSIFICATION:

DATE:

TO:

FROM:

O & M 2-1 - 1956
these are folders for the
following - forms
Projects
Disposition